



(Accredited with Grade 'A' by NAAC)

No. 5200 /Section-8/Estt-III

Date: 19/11/2025

NOTIFICATION

It is observed that the current practice of availing "Duty Leave" for the purpose of attending Seminar/Conference etc which is not in conformity with **Statute-255 of the OUPS**. Therefore, after careful consideration it has been decided that Statute 255 of the Odisha Universities First Statute 1990 will strictly be followed when a University teacher seeks permission to attend training programme/workshops/seminars/exam duties etc. which is detailed below:

Statute 255 {1} [b] (iii): any period which the Vice-Chancellor may by order, declare that in the circumstances mentioned below, or in similar circumstances, a University employee may be treated as on duty: -

[i] During a course of instruction or training;

[ii] During the interval between the satisfactory completion of the course and assumption of duties, provided that the interval between the receipt of orders and the assumption of duties does not exceed the amount of joining time admissible to a University employee;

[iii] In the case of a teacher, the period spent on conducting any examination either in the University or outside such as the Orissa Public Service Commission, University Grants Commission or other all India/all Orissa Institution requiring such assistance and being permitted therefore:

Provided that the total period of absence on such examination work and/or attending conferences, seminars, symposia etc., shall not exceed 20 days in an academic year excluding holidays;

[iv] Not Applicable.

[v] The period spent by the teachers selected by the U.G.C./Central government/State Government for cultural and academic exchange programme and deputed abroad;

[vi] The period spent by the teachers selected by the University Grants Commission under the Visiting Associateship Scheme for visiting other Universities and Institutes of advanced study and research and for attending Summer Institutes and orientation courses provided they are either sponsored or approved by the appropriate authorities.

Contd....

Hence, it is further notified that:

1. Teacher(s) shall apply for the permission to attend various programmes as included in the above stated Statute, in the prescribed format to the Registrar through proper channel.
2. The above application may not be initiated by the applicant unless the absence for attending such programmes is specifically covered under any of the categories of the Statute 255 {1} [b] (iii).
3. All the HoDs are hereby advised to scrutinize such applications strictly in accordance with the Statute and forward the same to the Chairman, P.G. Council with his/her specific views.
4. The Vice-Chancellor, on the basis of the recommendation of the Chairman, P.G. Council and in accordance with the Statute 255 {1} [b] (iii); will grant approval for the purpose, which in effect will treat the period of absence '**as on duty**' along with Head Quarter Leaving permission.
5. The concerned teaching staff shall not leave to attend the programme unless and until he/she is issued the approval of the Vice-Chancellor. No discretion is allowed in this regard.
6. The concerned teaching staff will submit his/her joining report to the HoD, on resumption of duties after attending the approved programme; which will be forwarded by the HoD to the Registrar.
7. Any absence for academic/exam./training events not falling under the Statutory categories shall be treated under regular leave, as admissible under University rules.

This order will take effect from **Dt.01.12.2025** and supersedes the previous practice of availing Duty Leave. This order is issued to ensure statutory compliance, uniformity in leave administration, and accountability in University functioning.

By Order of Vice-Chancellor

Registrar

No. 5201 /Section-8/Estt-III

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Copy forwarded for information and necessary action to:

1. Chairman, P.G. Council/Warden, P.G. Hostels/All HoDs & Coordinators (Regular/Self Financing) of the P.G. Depts., S.U. / Director, CDOE/ SUIIT / HRDC / SRIC / Students' Welfare / IQAC / CDC / Coordinator, NAAC / Convener, USIC / Librarian, Prof. B. Behera Central Library / Programme Coordinator, NSS / Medical Officer, University Health Centre / Principal, L.R. Law College, Sambalpur.
2. Dy. Director, e-Gov. Nodal Centre, S.U. to upload the same in the University website.
3. All Officers/Section Officers/Secy. to V.C./P.A. to Registrar, S.U.

Registrar

Application under Statute 255 of OUFS, 1990

1	Name of the Teacher:	
	Designation & Department	
2	Purpose:	
3	Applicable Clause of Statute-255	
4	Period of absence in the HQ:	
5	Holidays, if any, fall during the period:	
6	Number of days required (excluding Holidays):	
7	Number of days already availed during the academic year:	
8	Details of supporting documents enclosed:	

**Recommendation of the
Head of the Department**

**Recommendation of the
Chairman, P.G. Council**

Registrar

Approved

Vice-Chancellor